



# USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: RFP NO. INDONESIA 07-004

ISSUANCE DATE: February 16, 2007  
CLOSING DATE: March 9, 2007  
3:00 PM Jakarta time

**SUBJECT: Solicitation for U.S. Personal Service Contractor (PSC) for  
PROGRAM ASSISTANT in Indonesia**

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (**Standard Form 171 or Optional Form 612 only**) from qualified U.S. Citizens and U.S. Resident Aliens to provide services as a Program Assistant under a Personal Services Contract, as described in the attached solicitation. This is a Resident Hire position and as such no offshore benefits and allowances will be provided (i.e. housing, post differential, education allowance, etc).

Submittals shall be in accordance with the attached information at the place and time specified.

Send one set of U.S. Government SF 171 or OF 612 including resumes, CV and other document as stated in Section VII. How To Apply. Incomplete or unsigned applications shall not be considered. These **signed** forms must be mailed, delivered, faxed, or emailed (email applications must be signed) to:

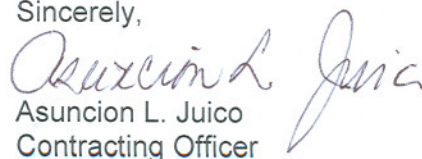
Office of Procurement  
US Agency for International Development  
American Embassy Jakarta  
Jalan Medan Merdeka Selatan 3-5  
Jakarta 10110, Indonesia  
RFP No. Indonesia 07-004  
Closing Date: March 9, 2007

Fax: (021) 3483-0222

E-mail: [ajuico@usaid.gov](mailto:ajuico@usaid.gov) or [sibrahim@usaid.gov](mailto:sibrahim@usaid.gov)

Applicants should retain for their records copies of all enclosures which accompany their applications. Any questions regarding this solicitation may be directed to Ms. Asuncion L. Juico who may be reached at the above fax number and e-mail address.

Sincerely,

  
Asuncion L. Juico  
Contracting Officer

Solicitation for U.S. Personal Service Contract (PSC) Program Assistant

1. **SOLICITATION NO.:** Indonesia 07-004
2. **ISSUANCE DATE:** February 16, 2007
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** March 9, 2007 3:00 p.m.  
Jakarta time
4. **POSITION TITLE:** Program Assistant. This is a **Resident Hire Personal Services Contract (PSC)** position
5. **MARKET VALUE:** GS-13 (\$66,951-\$87,039). Final compensation will be negotiated in the listed market value based upon the candidate's past salary, work history and educational background. The standard compensation package also includes contribution to life and health insurance and FICA.
6. **PERIOD OF PERFORMANCE:** Two years with option to extend. Extensions will depend on the need for continuation of such services, availability of funds and satisfactory performance
7. **PLACE OF PERFORMANCE:** USAID/Indonesia, Jakarta, Indonesia
8. **SUPERVISORY CONTROL:** Minimal. Contractor is expected to act independently with little direction
9. **POSITION TITLE OF DIRECT SUPERVISOR:** The Program Assistant will work under Supervisory General Development Officer, Basic Human Services Team
10. **SECURITY ACCESS:** Secret level clearance required
11. **PHYSICAL DEMANDS:** The selected candidate must be able to obtain medical clearance.

I. **BACKGROUND**

**INTRODUCTION**

USAID's Program

With the advent of foreign assistance reform, USAID works more closely than ever with other USG Agencies to develop and implement a coherent, coordinated foreign assistance strategy for Indonesia. USAID programs focus on governing justly and democratically by strengthening governance, investing in people by increasing access to quality education and providing basic

human services, including health care, clean water, and environmental protection; economic growth by improving the investment climate; and humanitarian assistance responding to emergency rehabilitation and reconstruction needs in Aceh Province and Yogyakarta. USAID's Basic Human Services (BHS) program focuses on the interdependence of human health and the environment. Three substantive areas of activity are closely coordinated within the BHS portfolio - health services, water/environment, and food nutrition. Promoting human and environmental health and the connections between them is the unifying theme across the portfolio. USAID's health activities will focus on some of the leading causes of morbidity and mortality in Indonesia - problems that devastate families and communities, and continue to undermine Indonesia's economic development and welfare. USAID's water supply and watershed management activities will focus on improving the management of watersheds and municipal water and sanitation utilities in order to increase access to safe water supply and sanitation services. An understanding of the important role of biodiversity and forests in providing many of the ecosystem and watershed services upon which local populations depend for clean drinking water is growing in Indonesia. Preservation and management of biodiversity in Indonesia will be addressed in a special objective (SpO) under this Strategic Objective (SO). By linking biodiversity conservation activities to watershed management and essential human services, it will provide additional impetus to provincial and district governments to conserve areas of high biodiversity within key watersheds. USAID's food aid programs will enhance the benefits of safer water and improved health service delivery by strengthening the nutritional status of the most vulnerable, while also providing complementary development and service delivery support activities through food for work programs.

A number of BHS projects are co-located locally and nationally, share technical resources, design joint activities (particularly focused on behavior change at the household level), and track common child survival indicators, while at the same time leading activities in their respective health, nutrition and/or environment disciplines. All components of the program include gender as a cross-cutting theme. With Child Survival, DA (including Biodiversity) and Title II resources, the multi-sector portfolio began to demonstrate that linking programs technically, and coordinating them at the local level, can achieve greater measurable results.

## **II. STATEMENT OF WORK**

The Program Assistant will provide critical programmatic support to the BHS leadership and BHS Team. Due to the diverse nature of the BHS portfolio the contractor will be required to work effectively across a diverse array of disciplines in support of key programmatic areas - health, infectious disease, food security, watershed management, water and sanitation services delivery, environmental financing, environmental health, conservation programs, behavioral change and disaster response and preparedness.

The contractor will be required to communicate effectively and facilitate coordination with other bilateral and multilateral donors and financial institutions, multinational research organizations, national and international non-governmental organizations, private sector, and government agencies. The contractor is required to exercise a high degree of sound independent judgment and decision-making. The contractor will frequently be required to provide accurate and timely briefings and reports under very short deadlines for USAID Washington and Mission Management, plan and execute substantive and logistical aspects of high level visits. The contractor will be expected to represent the Agency in high level conferences and meetings.

### Major Duties and Responsibilities

- a. The Program Assistant will be based in BHS and report to the Supervisory General Development Officer. The Program Assistant's primary function is to ensure BHS team activities are highly integrated technically and programmatically and that programmatic, administrative and financial processes as well as reporting are coordinated. Contractor will maintain highly cooperative working relationship with a diverse group of stakeholders and clients. Contractor will be expected to engage effectively with senior management at USAID, U.S. Embassy and partner organizations. Contractor may be tasked with responsibility of briefing Ministers, the Ambassador or other high level officials.
- b. The contractor will be expected to lead a number of essential administrative, financial, programmatic processes. Contractor will work in close collaboration with BHS CTOs and technical officers. The contractor will also liaise closely with USAID's Program office on guidance, required information, presentation and timing of assignments and documentation. Contractor will play critical role in managing, coordination and development of BHS program documents, reports and work products.
- c. Contractor will work closely with senior USAID and embassy staff as well as COPs of partner organizations. Contractor will be proactive and work independently in environment of fluid/changing frameworks as Transformational Diplomacy agenda evolves leading and managing work processes to conclusion without significant guidance or oversight. Contractor will engage with senior management of USAID, Embassy and partners

### Specific tasks:

- Responsible for development, coordination and management of all BHS input to the Mission's Operational Plan.
- Leads in the development, coordination and management of all BHS input to the annual report.
- Manages and coordinates all BHS technical officer input to the HIV/AIDS Country Operational Plan (Mini-COP).
- Responsible for development, coordination and management and final review of all BHS input to the Mission Performance Plan (MPP).
- Develops BHS input for Congressional Budget Justification, and other associated documents.
- Leads preparation of BHS briefing materials and presentations.
- The contractor shall be responsible in up-dating USAID Indonesia's/BHS website and fact sheets.
- In cooperation with BHS technical staff, CTOs and implementing partners develop other pertinent informational and outreach materials, briefing materials, presentations and other related materials including, but not limited to speeches, scene setters and press releases. The contractor shall work closely with the Mission's public affairs officer, the Program Office and PAS.
- The contractor shall be responsible for coordinating the BHS Performance Monitoring Plan (PMP).

- The contractor shall coordinate and support all BHS evaluations of program activities. Planning, scheduling and management of these evaluations will be in coordination with CTOs and Program office staff.
  - Contractor shall assist in coordination and support of BHS audits and special reviews working in close coordination with CTOs, the Office of Finance and Program Office.
  - Prepares all necessary internal USAID program implementation documentation for smooth program implementation, including Modified Acquisition and Assistance Documents (MAARDS).
- d. Contractor shall initiate, organize, manage and complete extensive/detailed programmatic/technical work products without close supervision and guidance. Contractor will be expected to be self starter and initiate to completion assigned works without significant oversight or supervision and work effectively with a broad range of staff, stakeholders and clients. Work requirement and tasks are often loosely defined as new budgetary/programmatic requirements are shifting during a fluid process as transformational diplomacy and its new processes are established. Technical issues under the BHS portfolio are extremely diverse and require an ability to understand, and effectively communicate, assess evaluate programmatic content spanning an extremely diverse array of disciplines.

### III. REQUIRED QUALIFICATIONS:

The following are the requisite skills and qualifications:

- a. **Education:** A B.S. or B.A. in communications, journalism, public policy, public administration, international affairs or business administration or related discipline is required. Position will play critical role in the management and operation of the diverse BHS portfolio and will require experience and educational background sufficient to competently deal with a vast array of technical /developmental issues. Excellent communication skills are required.
- b. **Prior Work Experience:** five years of progressively responsible professional experience in communications, project administration journalism, public policy, public administration or business administration is required. Contractor shall expected to possess highly developed professional skills and conduct and express self in diplomatic manner at all times. Contractor must have experience and skills to communicate effectively with technical/professional leaders in a wide array of developmental issues.
- c. **Language Proficiency:** FSI Level IV fluency in written and oral English is required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in the position. Contractor must be able to communicate effectively and accurately with 1) all categories of Mission employees; 2) local government officials; 3) numerous international and local organizations and donors; and 4) the general public. The contractor is required to be able to prepare briefing documents including participation in the drafting of annual technical and programmatic reports. The contractor must also be able to prepare reports, correspondence, and documents in a professional and competent manner requiring little or no editorial changes (in English).

- d. **Knowledge:** The Program Assistant should be familiar with communications strategies. The Program Assistant should be computer literate (to include Microsoft Office applications, including word and excel; Adobe Acrobat reader; power point and internet).
- e. **Skills and Abilities:** The contractor is required to be able to: 1) Demonstrate professional experience in communications or public administration. 2) Demonstrate familiarity with U.S. government agencies, non-governmental organizations, business organizations, and international organizations. 3) Demonstrate familiarity with management or coordination of projects/programs. 4) Demonstrate proficiency in personal computer operations, including word processing, power point, internet, and e-mail. 5) Demonstrate proven effective management experience, including experience in teamwork, team building and team leadership. 6) Demonstrate excellent interpersonal skills, high degree of professionalism and direction. 7) Demonstrate the ability to write and present information clearly and concisely in English. 8) Obtain, analyze and evaluate a variety of data. 9) Organize and present information in concise written and oral form in English. 10) Follow oral instructions and organize, prioritize and follow through on all assignments with minimal oversight. 11) Edit documents. 12) Type accurately. 13) Focus on details. 14) Demonstrate the ability to work effectively as a team member in an established culturally diverse Mission team environment. 15) Effectively manage more than one activity at a time.

#### IV. POSITION ELEMENTS:

- a. **Supervision Received:** Supervision is received from USDH Supervisory General Development Officer.
- b. **Exercise of Judgment:** The contractor must exercise a high degree of sound and independent judgment in handling all aspects of assigned duties.
- c. **Authority to make Commitments:** none
- d. **Nature, level and purpose of Contacts:** The contractor will be required to establish and maintain solid working relationships with all categories of Mission personnel to function effectively. The contractor will be required to work closely with: USAID Indonesia, Regional and Washington based technical staff; national and local government officials and non-government officials (such as Chiefs of Parties for contractors); private sector representatives (e.g. BP, Coca-Cola); and other foreign donor institutions and government staff (World Bank, AusAID, JICA, Embassy of Netherlands, et. al.). The purpose of the contacts will be to maintain open and regular lines of communication; and collect, obtain and verify information pertaining to program/project implementation.
- e. **Supervision exercised:** none

**This position is open to U.S. Citizens**

The selected candidate must be willing to travel extensively in Indonesia.

The selected candidate must be able to obtain both security and medical clearances. The security clearance involves a comprehensive investigation performed by the appropriate U.S. Government agency. Details on how on to obtain U.S. Department of State Medical Unit clearance will be provided once a job offer is made and accepted. USPSCs are required to pay Federal Income Taxes and to contribute to FICA and Medicare.

## **V. EVALUATION CRITERIA**

1. **Education and technical knowledge (10 points)** – A B.S. or B.A. in communications, journalism, public policy, public administration, international affairs or business administration or related discipline is required. Demonstrated knowledge of development program administration - procurement, management, monitoring and reporting.
2. **Prior work experience (30 points)** – Minimum of 5 years professional experience in communications, project administration, journalism, public policy, public administration or business administration is required. Contractor will be expected to possess highly developed professional skills and conduct and express self in diplomatic manner at all times. Contractor must have experience and skills to communicate effectively with technical/professional leaders in a wide array of developmental issues. Demonstrated versatility in applying expertise to a diverse set of issues related to international public health, service delivery, health and hygiene, food security, environmental/conservation issues. Demonstrated strong problem solving and analytical skills working on complex projects. Relevant experience in Indonesia or the region is desired.
3. **Teamwork and interpersonal skill (30 points)** - Excellent communications and interpersonal skills are required. The contractor must be able to interact effectively with a broad range of internal and external partners, as well as work effectively in a multidisciplinary and multicultural team environment. Demonstrated experience leading teams, exercising independent judgment and broad decision-making authority. Demonstrated experience managing activities with comparable complexity and diversity.
4. **Written and oral communications skills (30 points)** – Must be fluent in English and have proven ability to communicate quickly, clearly and concisely, both orally and in writing. Demonstrated ability to prepare briefing documents, presentations, reports, and correspondence in a professional and competent manner requiring little or no editorial changes (in English). Demonstrated experience producing high profile deliverables under tight deadlines. Demonstrated superior analytical, writing and oral presentation skills such as technical reports, policy briefs, and general outreach or educational materials.  
**Candidates must submit a writing sample relevant to the statement of work.**

**Total 100 points**

At USAID's discretion, reference checks and interviews may be conducted as part of the evaluation process.

## VI. TERM OF THE POSITION

The term of the contract shall be for an estimated 24 months, with option to extend. Extension will depend on the need for continuation of such services and availability of funds and satisfactory performance.

## VII. HOW TO APPLY

Qualified individuals are requested to submit:

- a) For USPSCs a U.S. Government Standard Form 171 or Optional Form 612 (available at the USAID website, [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms](http://www.usaid.gov/procurement_bus_opp/procurement/forms) or internet <http://fillform.gsa.gov>, or at Federal offices);
- b) Personal Information: Full name, mailing address (with Zip Code) day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
- c) Education: high school name, city and State (Zip code if known) date of diploma or GED, colleges and universities; name city and state (Zip code if known, majors, type and year of any degrees received.
- d) Work Experience: give the following information for your paid and non paid work experience related to the job for which your are applying (do not send job descriptions); job title (include series and grade if federal job), duties, and accomplishments, employers name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
- e) Other Qualifications: job-related training courses (title & year), job related skills; for example, other languages, computer software /hardware, tools, machinery, typing speed, job related certificates (current only), job-related honors, awards, and special accomplishments, for examples, publications, memberships in professional or honor societies, leadership, activities, public speaking, and performance awards (give dates but do not send documents unless requested).
- f) **A relevant writing sample of not more than five pages;**
- g) Names, contact numbers, and addresses of three professional references;
- h) A written statement certifying the date and length of time for which the candidate is available for the position.

Please ensure coverage of the above in writing if not explicit in the resume, and attach to the cover letter and resume.

Applications must be received by the closing date and time at the address specified in the cover letter as follows:

Office of Procurement  
US Agency for International Development  
American Embassy Jakarta  
Jalan Medan Merdeka Selatan 3-5  
Jakarta 10110, Indonesia  
RFP No. Indonesia 07-004  
Closing Date: March 9, 2007

## **MARKING INSTRUCTIONS**

To ensure consideration of applications for the intended position, please reference the solicitation number on your application as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

Clearly mark envelope containing application as follows:

**SOLICITATION NO. INDONESIA 07-004**  
**CLOSING DATE: MARCH 9, 2007**

## **VIII. CLOSING DATE**

Applications must be in the Office of Procurement, USAID/Indonesia, no later than March 9, 2007 at 3:00 pm Jakarta time.

## **Attachment 2**

As a matter of policy, and as appropriate, a Resident (Local) Hire PSC is normally authorized the following benefits and allowances:

### **1. BENEFITS**

- a. Employee's FICA Contribution
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment
- d. Annual Performance Increase
- e. Eligibility for Worker's Compensation
- f. Annual & Sick Leave

### **LIST OF REQUIRED FORMS FOR PSCs**

1. Standard Form 171 or OF-612
- \*\*2. Physical Examination (Form DS-1843 and DS-1622)
- \*\*3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- \*\*4. Questionnaire for Non-Sensitive Positions (SF-85)
- \*\*5. Finger Print Card (FD-258)

### **NOTE:**

- \* Standardized Regulations (Government Civilians Foreign Areas)
- \*\* The forms listed 2 through 5 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

**FEDERAL TAXES:** USPSCs are required to pay Federal Income Taxes and contribute to FICA and Medicare.